



FI\$Cal

Financial Information System for California

Billing and Purchasing Wave 2 Business Process Workshop (BPW)

October 23, 2014

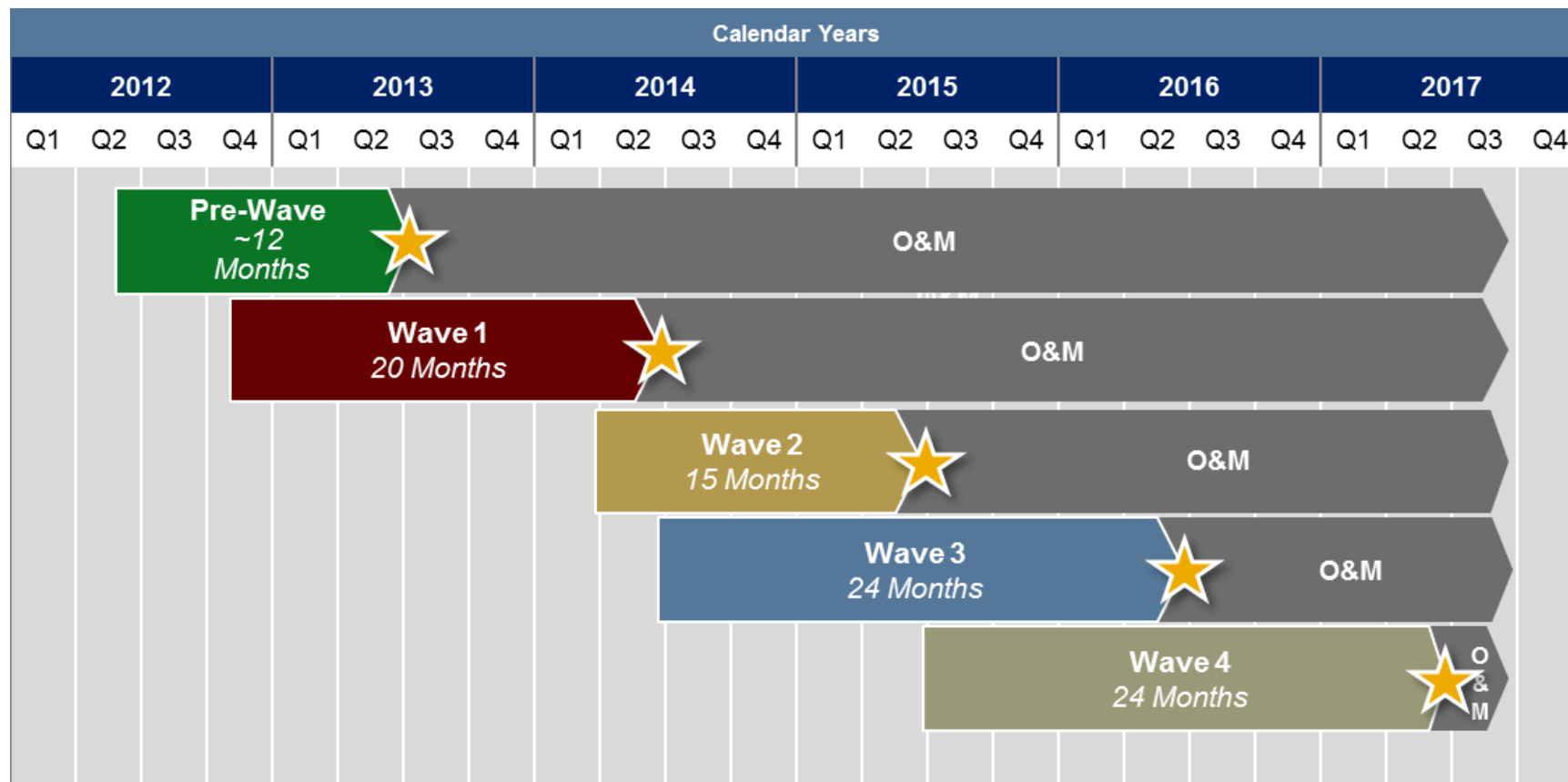
Agenda

- FI\$Cal Project Overview
- Business Process Workshop Objectives and Approach
- FI\$Cal Solution Overview
- Billing Module
 - AR1 – Set Up and Maintain Customers
 - AR2 – Generate and Adjust Invoices
- Procurement Modules:
 - ePro3 – Create and Approve Requisitions
 - PO2 – Manage Purchase Order
 - PO4 – Process P-Card Transactions
 - PO3 – Receive and Inspect Goods and Services
 - PO1 – Maintain Items for Purchase
 - ePro 1 – Manage Sourcing
 - ePro 2 – Administer Vendor Contracts
 - SB/DVBE, CSCR, SCPRS and the Enhanced Procurement Portal

FI\$Cal Project Overview

- The Financial Information System for California (FI\$Cal) is a business transformation project for the State in the areas of budgeting, accounting, procurement, and cash management. The Project prepares the State to work in an integrated financial management system.
- California's Partner Agencies are working together to form the partnership to support FI\$Cal at the highest level:
 - Department of Finance (DOF)
 - Department of General Services (DGS)
 - State Controller's Office (SCO)
 - State Treasurer's Office (STO)

FI\$Cal Wave Timeline



BPW Objectives

- The Business Process Workshops will provide:
 - An overview of the business process, including and functionality being implemented
 - A list of changes
 - An opportunity to discuss and begin identifying department-specific changes and impacts
 - An explanation of end-user roles
 - An opportunity to begin thinking about updates to internal department processes

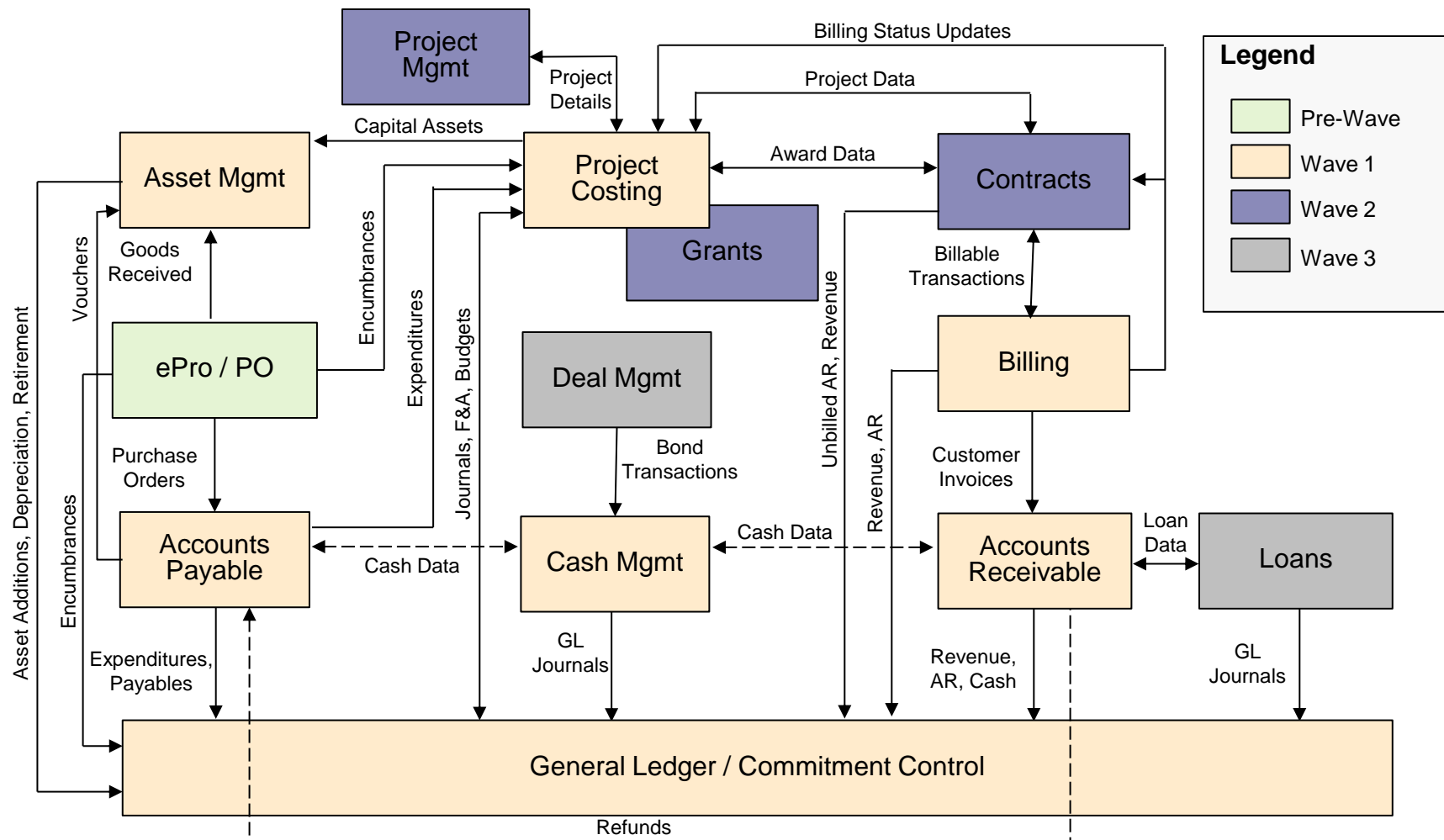
Ground Rules & Guiding Principles

- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, then assume
- **Consider Best Practices** and business process changes
- **Think of the data** and information you require

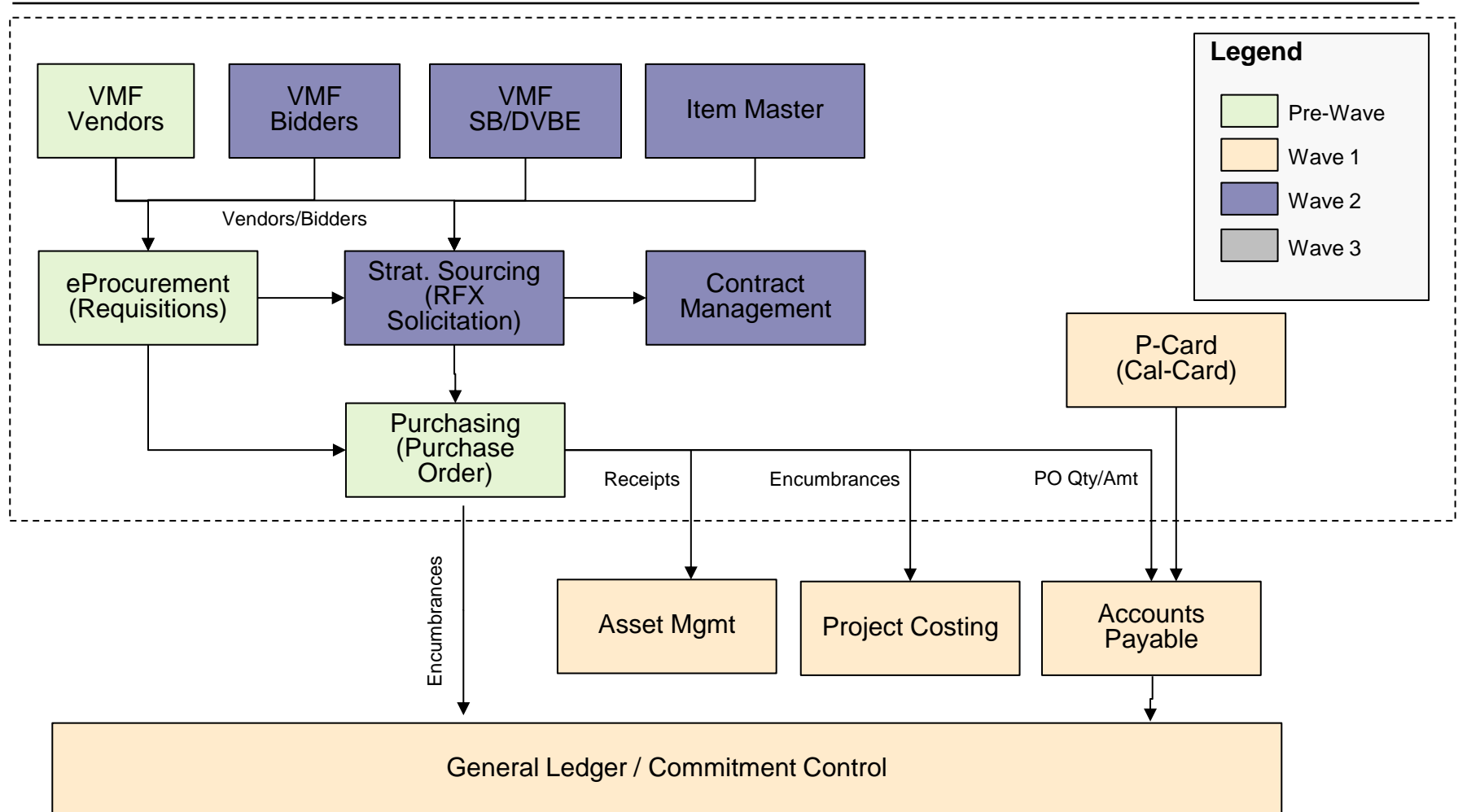
What You Should Take Away

- A process overview level understanding of FI\$Cal business processes related to:
 - AR1 – Set Up and Maintain Customers
 - AR2 – Generate and Adjust Invoices
 - ePro3 – Create and Approve Requisitions
 - PO2 – Manage Purchase Order
 - PO4 – Process P-Card Transactions
 - PO3 – Receive and Inspect Goods and Services
 - PO1 – Maintain Items for Purchase
 - ePro 1 – Manage Sourcing
 - ePro 2 – Administer Vendor Contracts
 - SB/DVBE, CSCR, SCPRS and the Enhanced Procurement Portal
 - Understanding of the FI\$Cal end-user roles and responsibilities

FI\$Cal Accounting Solution



FI\$Cal Procurement Solution





FI\$Cal

Financial Information System for California

Accounts Receivable

Set Up and Maintain Customers Key Terms

Term	Definition
Customer	An entity which receives goods or services from a department and/or owes money to the State
Customer Contact	Individual or unit associated with a customer that the department may interact with for Billing and Accounts Receivable purposes
Customer Hierarchy	A tiered-structure formed from linking customers in one or more levels of parent-child relationships
Customer ID	A unique value/identifier assigned to a customer for tracking a customer profile in the system

Set Up and Maintain Customers Overview

- The Set Up and Maintain Customers business process is an integral part of the accounts receivable function, and supports key activities, such as creating invoices, tracking receivables, recording receipts, and collecting on receivables
- In FI\$Cal, the setup of a customer record is required to create customer contracts (including for bills related to Project Costing), generate invoices, and track receivables
- A customer record is not required to simply record receipt of miscellaneous (non-receivable related) payments

Set Up and Maintain Customers Overview

- Customers will be set up and maintained by departments in department-specific customer files
- A department's customer file may contain many types of customers, such as:
 - ☐ External entities and individuals
 - ☐ State departments/agencies
 - ☐ Local governments
 - ☐ Federal agencies
 - ☐ State employees

Set Up and Maintain Customers Overview

- Parent-child relationships may be established to link one customer to another customer to form a customer hierarchy for tracking purposes
- Multiple addresses and contacts may be associated with a single customer
- A Taxpayer Identification Number (TIN) for a customer may be stored in FI\$Cal
 - Confidential Users within the Departments can choose to mask the TIN when entering and updating customer records.

What is Included in FI\$Cal

- Customers set up for FI\$Cal departments will be used for generating invoices in the FI\$Cal Billing module and tracking receivables within the Accounts Receivable (AR) module
- Customers will be set up and maintained separately from vendors
- Interagency customers will be assigned standard customer IDs that may be used by all FI\$Cal departments.
 - Departments may keep their interagency customer IDs within FI\$Cal. Parent-child relationships can be leveraged to link the departments' Customer IDs with the FI\$Cal defined interagency Customer IDs for reporting purposes.
- Departments may generate bills for customers through Project Costing and Customer Contract functionality
 - Customers must be established prior to creating customer contracts for a customer

What is Included in FI\$Cal

- Customer extract files may be generated by departments to extract customer data from FI\$Cal. This information may be leveraged by the department to interface customer data from FI\$Cal to external systems
 - Confidential customer information will not be present within the customer extract files.

What **IS NOT** Changing in FI\$Cal

- Departments will continue to set up and maintain their own customer files
 - Each department will use its own list of customers for creating invoices and setting up receivables

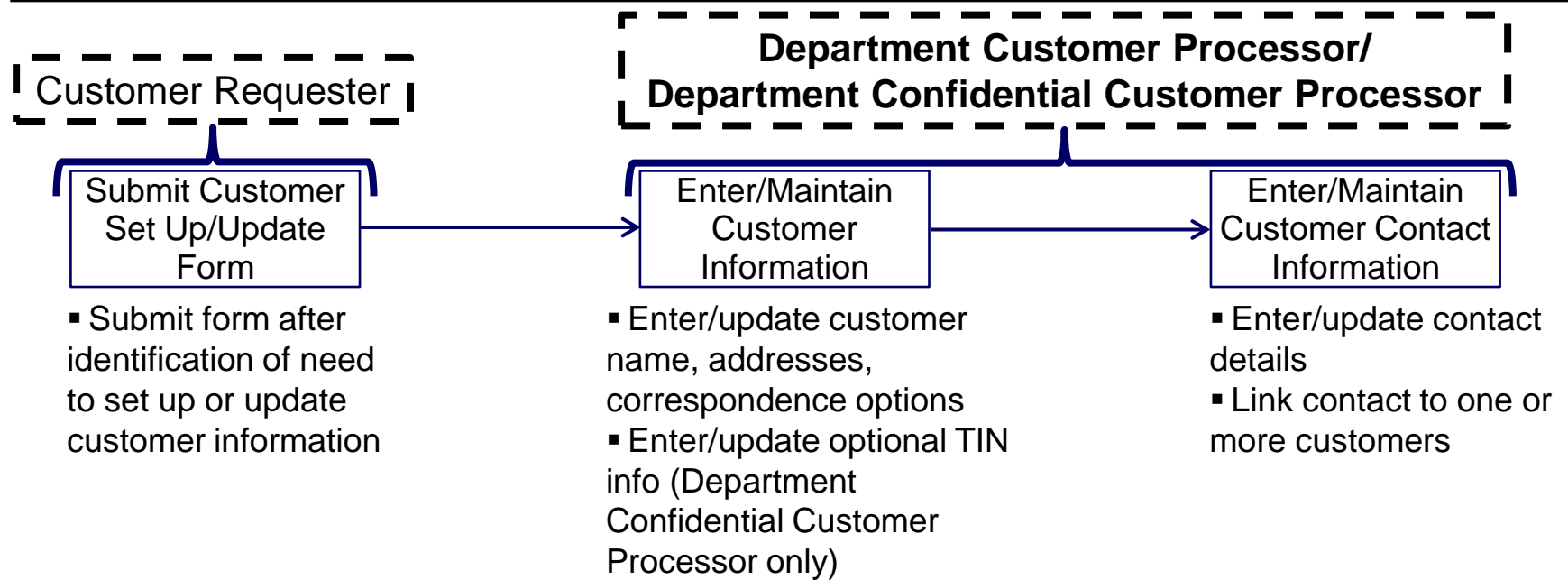
Customer Department Roles

FI\$Cal End-User Role	Description
Department Customer Processor	The department end user who adds, updates, and inactivates customer data for SetIDs that the Department Customer Processor has access to. This end user will not have access to confidential customer data.
Department Confidential Customer Processor	The department end user who performs Department Customer Processor responsibilities, as well as adds, updates, and views customer social security numbers (SSNs) or customer taxpayer identification numbers (TINs)

Additional Customers Roles

FI\$Cal End-User Role	Description
Customer Viewer	The central and department end user who runs inquiries and reports on customer data for a SetID. This end user will not have access to confidential data.

Set Up and Maintain Customers



Key Impacts

- Standard FI\$Cal form will be used for requesting/updating customer information
- TIN information will be entered by the Department Confidential Customer Processor Role
- Employees with outstanding payroll ARs will need to be set up as customers
- Customer parent-child relationships may be established for reporting purposes

Generate and Adjust Invoices Key Terms

Term	Definition
Invoice	A record of goods sold or services provided to a customer
Pro Forma Invoice	A draft print/output of an in progress invoice. This may be used for reviewing billing charges before finalizing the bill for invoicing.
Credit Invoice	A complete reversal of a finalized invoice. A credit invoice is assigned a new invoice number and is linked to the original invoice.
Rebill Invoice	A new invoice generated to adjust a finalized invoice. The rebill is assigned a new invoice number and is linked to the credit and the original invoice.
Voucher	An electronic transaction created for the processing of vendor invoices, employee expenses, and/or adjustments

Generate and Adjust Invoices Overview

- The Generate and Adjust Invoices business process supports the creation of invoices from billable charges and any adjustments of finalized invoices within the Billing module
 - Customers must be established in FI\$Cal prior to creating and adjusting invoices
 - Billable charges may be manually entered or interfaced into the Billing module
- Billable charges from projects and grants will be integrated with the FI\$Cal Billing module through Customer Contract functionality, allowing project and grant charges to flow into the Billing module for invoice generation

Generate and Adjust Invoices Overview

- Invoices finalized within the Billing module become outstanding receivables in the Accounts Receivable (AR) module
 - Payments and collection activities for invoices are tracked within the AR module

What is Included in FI\$Cal

- Departments will generate invoices out of the FI\$Cal Billing module for charges that are entered in or interfaced into FI\$Cal
- System-generated vouchers will be created for interagency invoices from FI\$Cal departments, while billed departments will create vouchers for invoices from non-FI\$Cal departments
- Standard invoice layouts will be available for generating invoice outputs.
 - The layouts will include a standard bar code. Departments may leverage the bar code information with their scanning devices for processing remittances
- Departments will have one centralized remittance address that will print on invoices generated in FI\$Cal for the department

What is Included in FI\$Cal

- Departments may generate bills for customers through Project Costing and Customer Contract functionality
 - Billing charges from Grants and Projects will be generated as bills through Customer Contracts. These bills may be finalized within the Billing module to become receivables in the AR module.
- Departments may submit invoice adjustments from external billing systems through the billing interface
 - Billing adjustments may include credit bills and adjustment (rebill) bills

What **IS NOT** Changing in FI\$Cal

- Departments with external systems for collecting billable charges may continue to use those systems and interface the billing data into FI\$Cal for generation of invoices
- Departments that process direct transfer bills for other departments will continue to send direct transfer details to SCO per their existing process

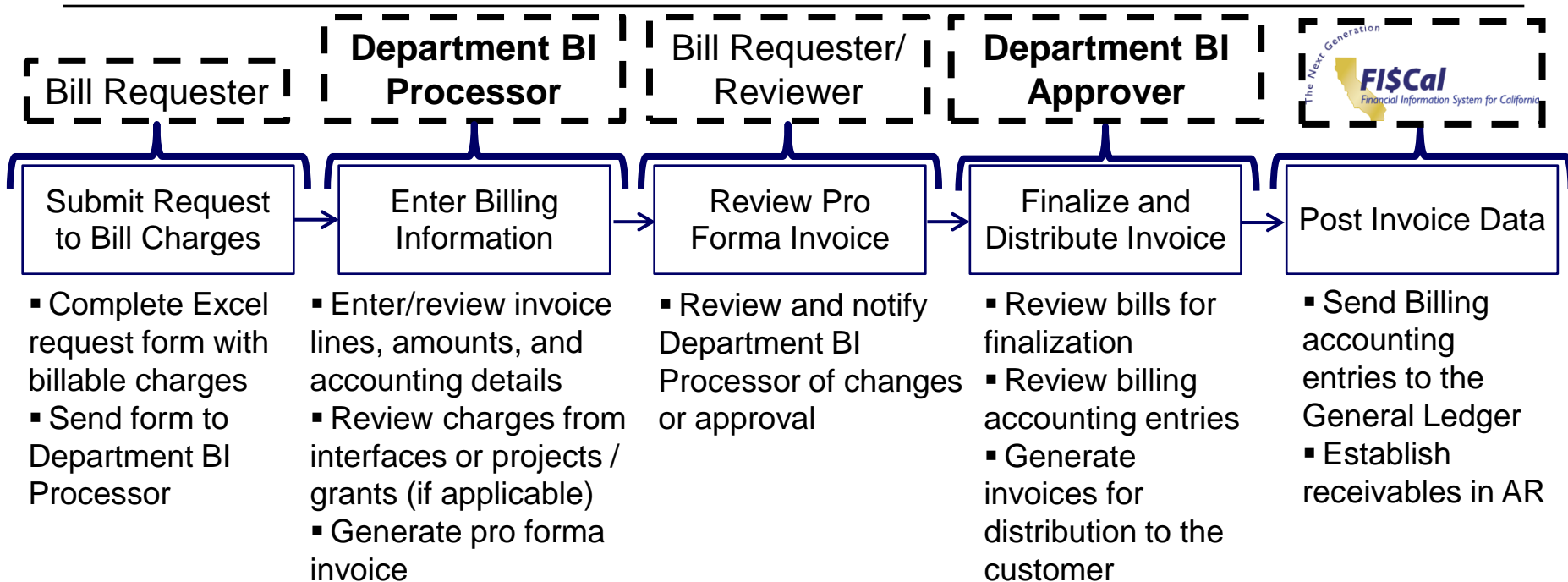
Generate/Adjust Invoices Roles

FI\$Cal End-User Role	Description
Department BI Processor	The department end user who creates external bills, interagency bills, recurring bills, and Pro Forma (draft) invoices of the bills. The end user will also update billing data, set bills to Ready status, and correct billing interface errors.
Department BI Adjustment Processor	The department end user who adjusts a finalized invoice within the Billing Module. This includes adjusting the entire bill through the credit/rebill process or adjusting select lines within a bill.
Department BI Approver	The department end user who runs the Finalize and Print Invoice PeopleSoft Job for bills set to Ready status

Additional BI Department Roles

FI\$Cal End-User Role	Description
BI Reporter	The central and department end user who runs reports on billing data for a Business Unit
BI Viewer	The central and department end user who runs inquiries on billing data for a Business Unit

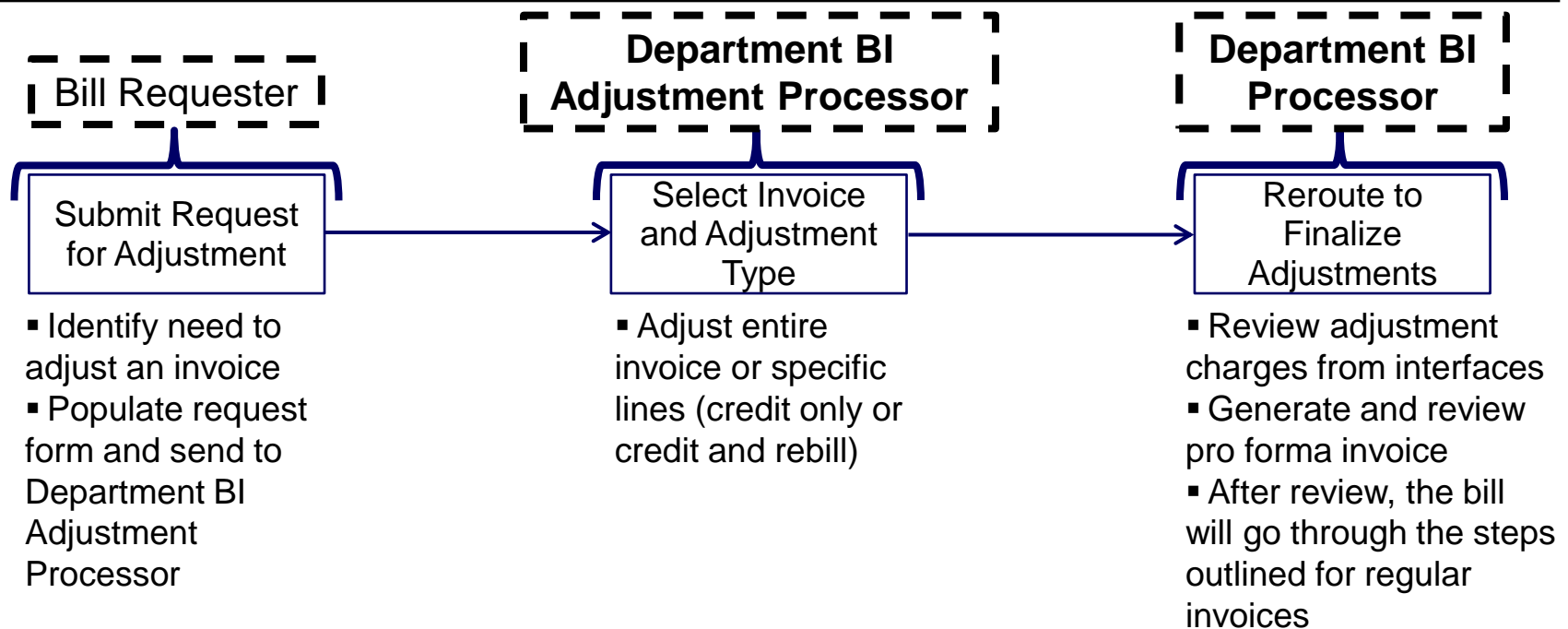
Generate Invoices Flow



Key Impacts

- Standard FI\$Cal Excel form will be used for requesting invoices
- Billable charges may be entered or interfaced into FI\$Cal
- Invoices generated from FI\$Cal will send accounting information to the General Ledger and establish receivables in AR

Adjust Invoices Flow



Key Impacts

- Standard FI\$Cal form will be used for requesting invoice adjustments
- Department BI Adjustment Processor role is needed to initiate adjustment of finalized invoices if adjustment charges are initiated online within the Billing module
- Adjusted invoices are linked to original invoices in the system for tracking purposes

Billing Technology Considerations – Conversions

Conversion	Definition
Customers	Only active customers, addresses, and contacts will be converted into FI\$Cal. This should include customers that have outstanding receivables or customers that are expected to be billed shortly after go-live.

Billing Technology Considerations – Interfaces

Interface	Definition
Inbound Billable Charges	<p>This inbound interface allows departments to send billing information including billing adjustments from their systems into FI\$Cal Billing. Invoices may then be printed in FI\$Cal and sent to the customer.</p> <p>Any errors identified during interface error processing need to be corrected via resubmission of corrected file (e.g. incorrect control totals) or transaction being sent in subsequent interface file processing (e.g. incorrect transactions).</p>



FI\$Cal

Financial Information System for California

Purchasing

Requisition Overview

- The **Create and Approve Requisition** process covers all activities related to a requisition starting with creation, approval, and budget check, and ending with creation of a Purchase Order (PO)
- This includes the following sub-processes:
 - **Create, Approve, and Maintain Requisition including Requisition Change Orders**
 - **Apply for, Modify, or Renew Existing Purchase Authority**

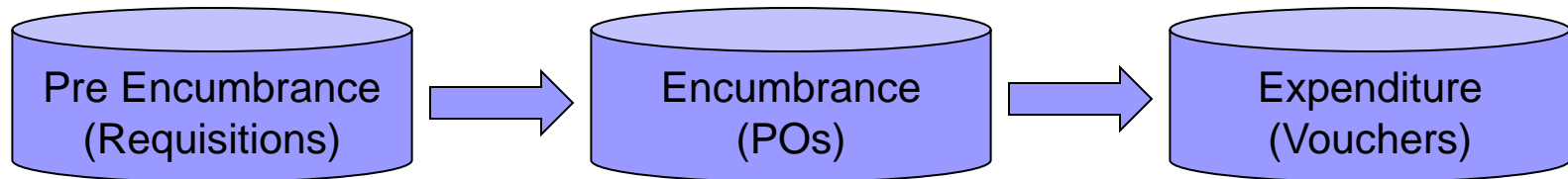
ePro3 - Create & Approve Requisitions

- Requisitions are created in FI\$Cal
- New Chart of Accounts (COA) are deployed
- Funding information is validated and fund availability is tracked in FI\$Cal
- Users have the ability to assign an item as an asset when creating a requisition
- Acquisition Type and Method is captured in requisitions
- State Agency Buy Recycled Campaign (SABRC) and Environmentally Preferable Purchasing (EPP) compliance information are entered in FI\$Cal

ePro3 - Create & Approve Requisitions

- Delegated Purchase Authority thresholds enforced in system
- Automated PA processing and workflow approval for departments and DGS
- Auto flow of Acquisition Type and Method other key fields throughout the transaction cycle (from Requisition to Solicitation to Contract, and/or PO)
- Electronic form for attaching and tracking of Waivers, Justifications, and other procurement/contracting documents
- CALPIA catalog available in FI\$Cal, with system alerts for CALPIA products
- Enhanced EPP/SABRC tracking and reporting

Pre Encumbrance/Encumbrance



Budget:	\$1,000,000
Expenses	400,000
Encumbrance	500,000
Pre Encumbrance	50,000*
Available Budget:	\$ 100,000

* Note: Pre Encumbrance does not reduce available budget

Requisition Department Roles

FI\$Cal End-User Role	Description
Department Requester	The department end user who orders the goods and/or services. The user assigned to this role may or may not be the one who enters the requisition into the system.
Department Requisition Processor	The department end user who can enter and update requisitions. The end user assigned to this role may or may not be the requester of the requisition.
Department Requisition Approver 1	The department end user who is responsible for approving department requisitions. This approval step is intended as a first-level review/ approval by a program approver.

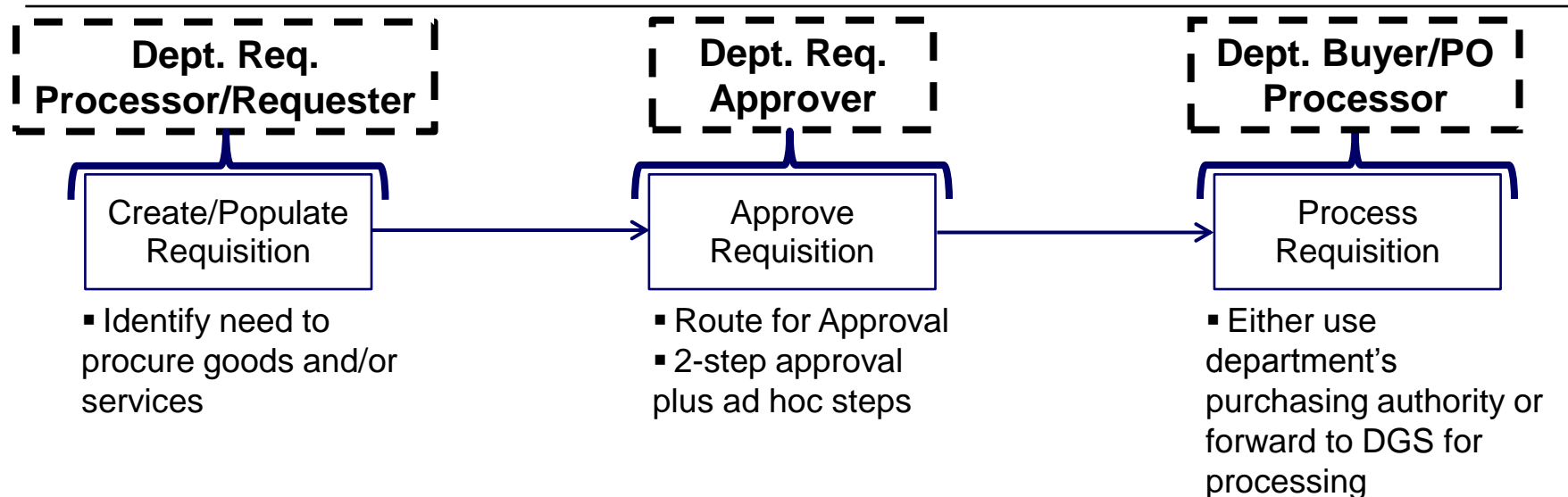
Requisition Department Roles

FI\$Cal End-User Role	Description
Department Requisition Approver 2	The department end user who performs a second-level review/approval for a user who will distribute/assign requisitions to department buyers (worklist distributor). For smaller departments that do not have distributors, these users are also assigned the buyer roles.
Department Buyer	The department end user who verifies the requisition is ready to move forward in the procurement process, creates and updates POs, or sources a PO from a requisition or change orders and dispatch
Department Advanced Buyer	The department end user who receives all capabilities of the Department Buyer. This user gets the additional functionality of reserving PO numbers, reopening closed requisitions and purchase orders, and additional views and inquiries of the system.

Requisition Department Roles

FI\$Cal End-User Role	Description
Requisition Ad Hoc Approver	The department or central end user who can be added as part of the requisition workflow for approving department requisitions

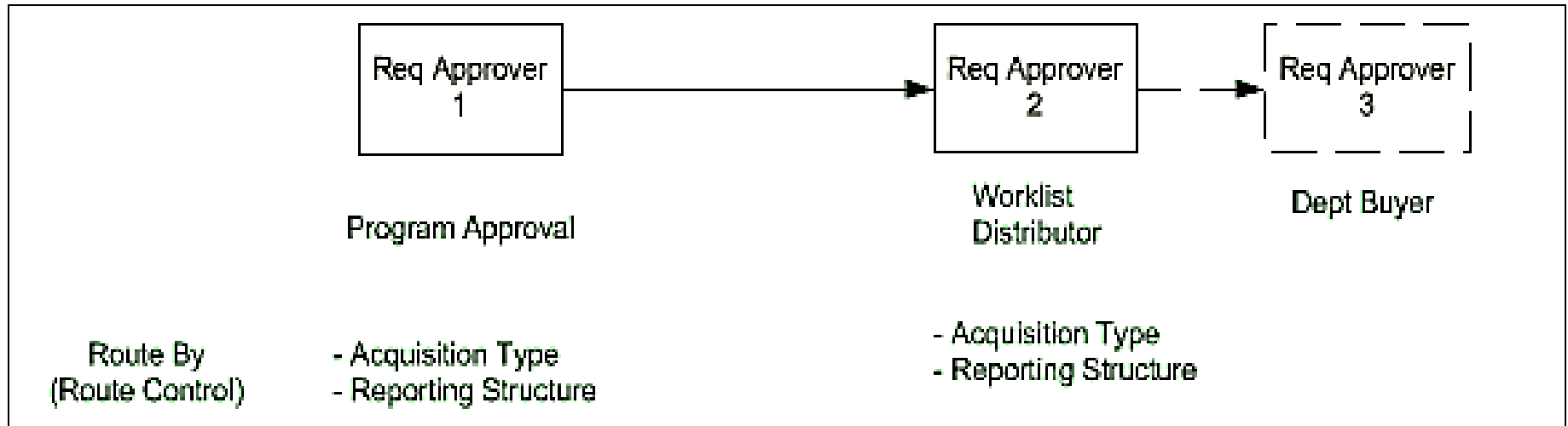
Create and Approve Requisition



Key Impacts

- Acquisition type and reporting structure will be used to determine workflow routing
- If a department is not using reporting structure, the user will not enter those values on the requisitions and all approvers will receive all requisitions for the specified acquisition type.
- Requisitions may include ad hoc departmental approvers as well as external (DGS) approvers

Workflow – Requisition



- Additional approvals (dollar thresholds, commodity approvals, etc.) can be handled by inserting ad hoc approvers or reviewers
- Routing an approval to the Department Buyer is a manual step performed by the worklist distributor
 - Departments have the option to route directly to the buyer as well by assigning the Department Buyers the distributor role

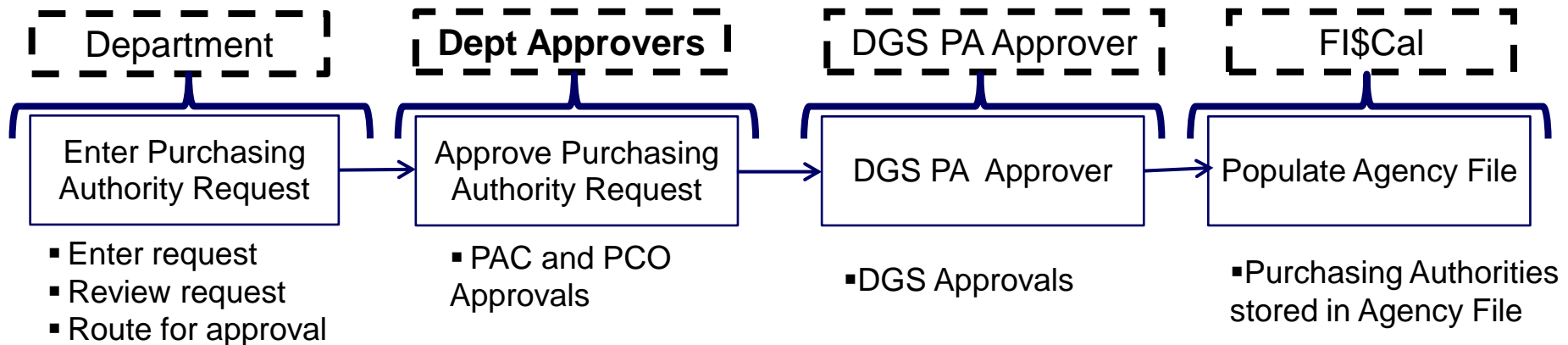
Purchasing Authority Requests

- Purchasing Authority requests will be entered online, routed and approved at department and DGS levels in FI\$Cal
- A warning message will be presented to the final requisition approver if the requisition exceeds the department's authority.
- Delegation authority is also enforced in the following areas:
 - ☐ Solicitations
 - ☐ Contracts
 - ☐ Purchase Order
- Exemption codes are available for time period, individual transactions, etc.

Purchasing Authority Department Roles

FI\$Cal End-User Role	Responsibilities
Department PA Processor	Department user that enters new or change purchasing authority requests for their department
Department Non-IT PAC Approver	The department user that approves Non-IT Purchasing Authority requests
Department IT PAC Approver	The department user that approves IT Purchasing Authority requests
Department PCO Approver	The department user that approves Purchasing Authority Requests prior to routing to DGS
DGS PA Approver	DGS user that receives requests from the departments
Ad Hoc PA Approver	PA approver that is added on an ad hoc basis to the PA approval workflow

Purchasing Authority Requests



Key Impacts

- Purchase Authority Requests will be entered, submitted for approval, and routed in FI\$Cal
- Users with PAC/PCO roles will be approving requests
- DGS-PAU will receive, review and approve the requests
- Once approved, the dollar authorities will be stored in the agency authority files in FI\$Cal

Purchase Order Overview

- The **Manage Purchase Order** process is used to create purchase orders (POs) and change orders (amendments) for existing POs. This includes activities necessary to create POs, approve POs, budget check (encumbrance), and dispatch POs to support State/Department procurement activity
- This includes the following sub-processes:
 - **Create Purchase Orders**
 - **Approve Purchase Orders**
 - **Run Budget Check**
 - **Dispatch Purchase Orders**

PO2 – Manage Purchase Order

- POs will be created, encumbered, approved, and dispatched in FI\$Cal
- New Chart of Accounts will be deployed.
- Budget Check (encumbrance) including chartfield validation and checking of funds availability will be performed
- Users will have the ability to designate an item as an asset on the PO
- Email, Direct PO Fax Dispatch and print dispatch methods for POs will be configured
- SB/DVBE participation for prime and subcontractors
- SB/DVBE information on the PO will be auto-populated from the certification module in FI\$Cal
- Contract information and LPAs reside in FI\$Cal and are linked to the PO in FI\$Cal

PO2 – Manage Purchase Order

- Auto flow of key fields such as Acquisition Type and Method to the PO
- Enhanced SABRC/EPP Tracking and Reporting
- SCPRS data resides in FI\$Cal; FI\$Cal departments do not have to record purchase order and contract information

Purchase Order Department Roles

FI\$Cal End-User Role	Responsibilities
Department Buyer	The department end user who verifies the requisition is ready to move forward in the procurement process, creates and updates POs, or sources a PO from a requisition or change orders and dispatch
Department Advanced Buyer	The department end user who verifies the requisition is ready to move forward in the procurement process, creates and updates POs, or sources a PO from a requisition or change orders and dispatch. The user gets additional functions over a regular Department Buyer such as reserving PO numbers in FI\$Cal and reviewing the PO information using Document Status pages.
Department PO Processor	The department end user who creates POs and updates open POs

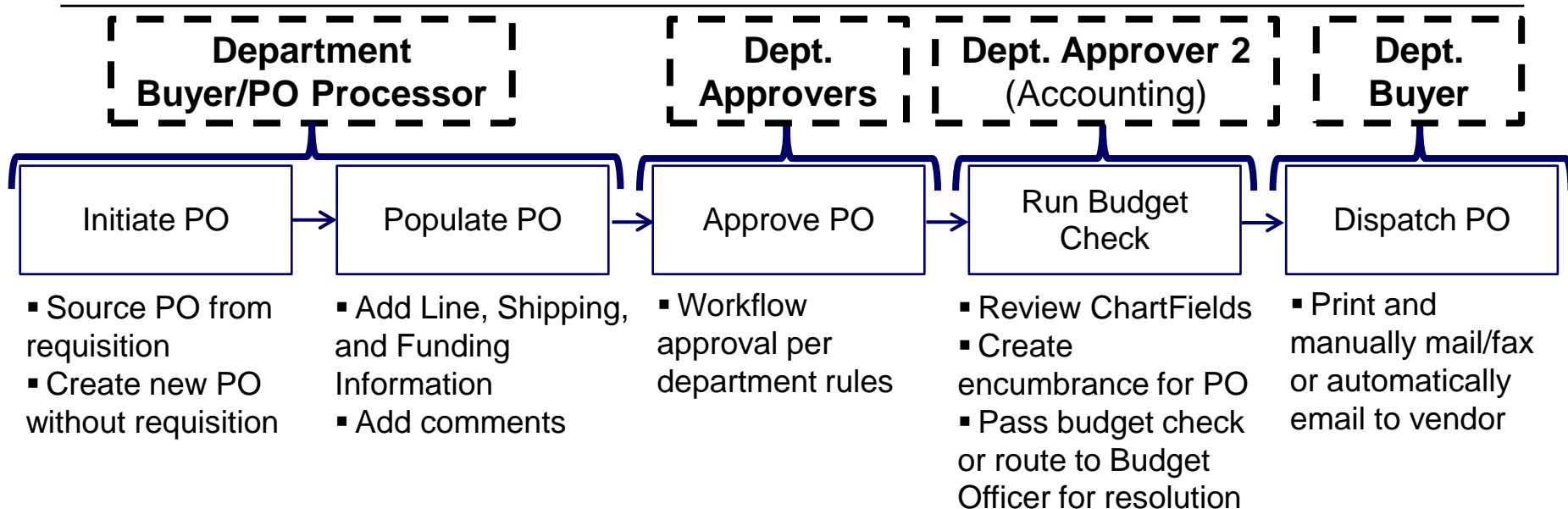
Purchase Order Department Roles

FI\$Cal End-User Role	Responsibilities
Department PO Approver 1	The department end user who approves department POs. This approval step is intended as a first-level/program approval.
Department PO Approver 2	The department end user who approves department POs. This approval step is intended as a second-level approval and accounting/budget review.
Department PO Approver 3	The department end user who approves department POs. This approval step is intended as a third-level approval (authorizing signature) for orders less than \$50K.
Department PO Approver 4	The department end user who approves department POs. This approval step is intended as a third-level approval (authorizing signature) for orders greater than or equal to \$50K.

Purchase Order Department Roles

FI\$Cal End-User Role	Responsibilities
PO Ad Hoc Approver	The department or central end user who can be added as part of the PO workflow for approving department POs

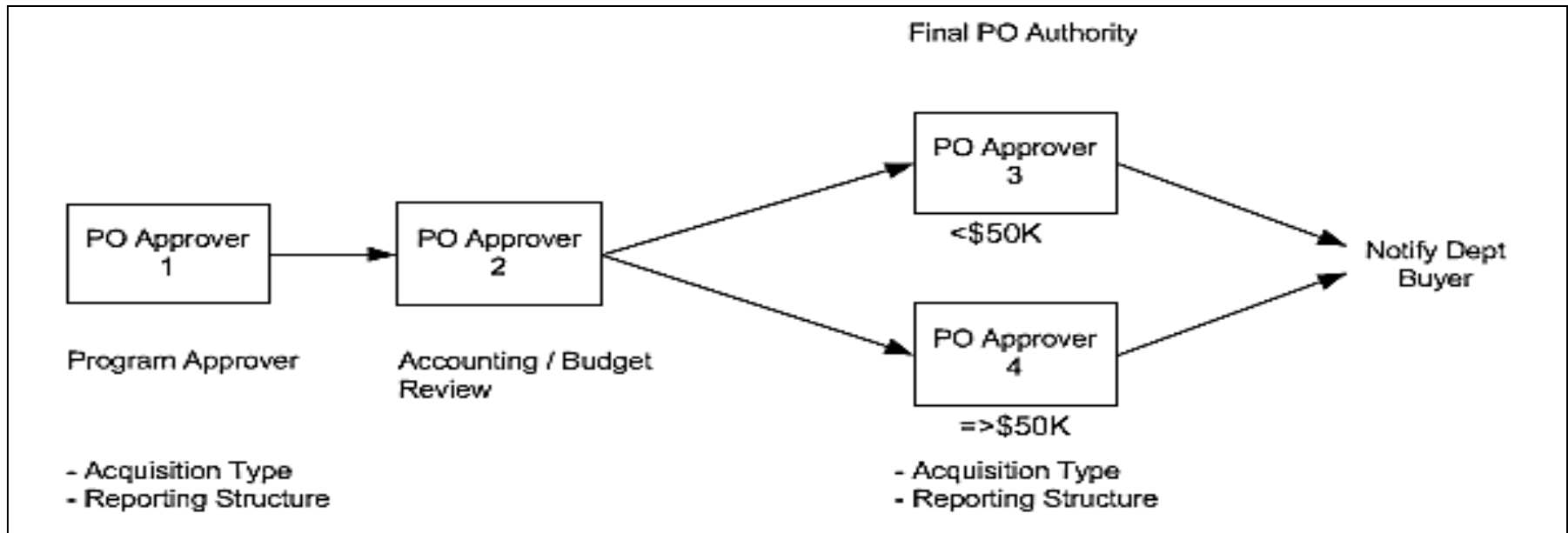
Manage Purchase Order



Key Impacts

- Only users with the role of Department Buyer or Department PO Processor are allowed to create POs
- Electronic routing and approvals for POs
- Automated budget check/encumbrance

Workflow – Purchase Order



- Additional approvals (dollar thresholds, acquisition type approvals, etc.) will be handled by inserting ad hoc approvers or reviewers
- Either PO Approver 3 or 4 will approve, depending on the amount of the PO
- If a department is not using reporting structure, the user will not enter those values on the purchase order and all approvers will receive all purchase order for the specified acquisition type (dollar thresholds for approvers 3 & 4 apply).

PO4 – Process P-Card Transactions Overview

- The **Procurement Card (P-Card)** Process includes:
 - Creating and administering cardholder profiles
 - Loading, reconciling, and approving P-Card transactions
 - Generating payments to the bank
- Transaction statements will be received from the bank electronically and loaded into FI\$Cal. Reconciliation by cardholders/proxies is performed in FI\$Cal.
- The following are the two main scenarios in which the P-Card is used (per State procurement rules):
 - Requisition/PO created prior to obtaining goods/services via P-Card
 - Directly at Merchant

PO4 – Process P-Card Transactions

Full procurement card functionality will be deployed, including:

- P-Card billing statements interfaced into FI\$Cal on a monthly cycle
- P-Card transaction reconciliation will be done online in FI\$Cal
- Proxy users may be designated to reconcile, approve, or administer profiles on behalf of the cardholder
- Approved transactions will be picked up for payment processing
- If transactions are tied to a PO, the encumbrance is released upon budget check of the voucher payment

PO4 – Process P-Card Transactions

- Procurement information, such as UNSPSC, itemized line description, SB/DVBE, SABRC Recycle, and Acquisition Type and Method, will be entered during P-Card Reconciliation if PO was not created
- Automated notifications will be sent to cardholders/proxies when the bank statements are loaded and ready for reconciliation, and for unreconciled transactions after the deadline
- Administration of P-Card accounts to be decentralized to the departments
- System will limit view and access of cardholder accounts by department
- Vouchers will be created by managing account

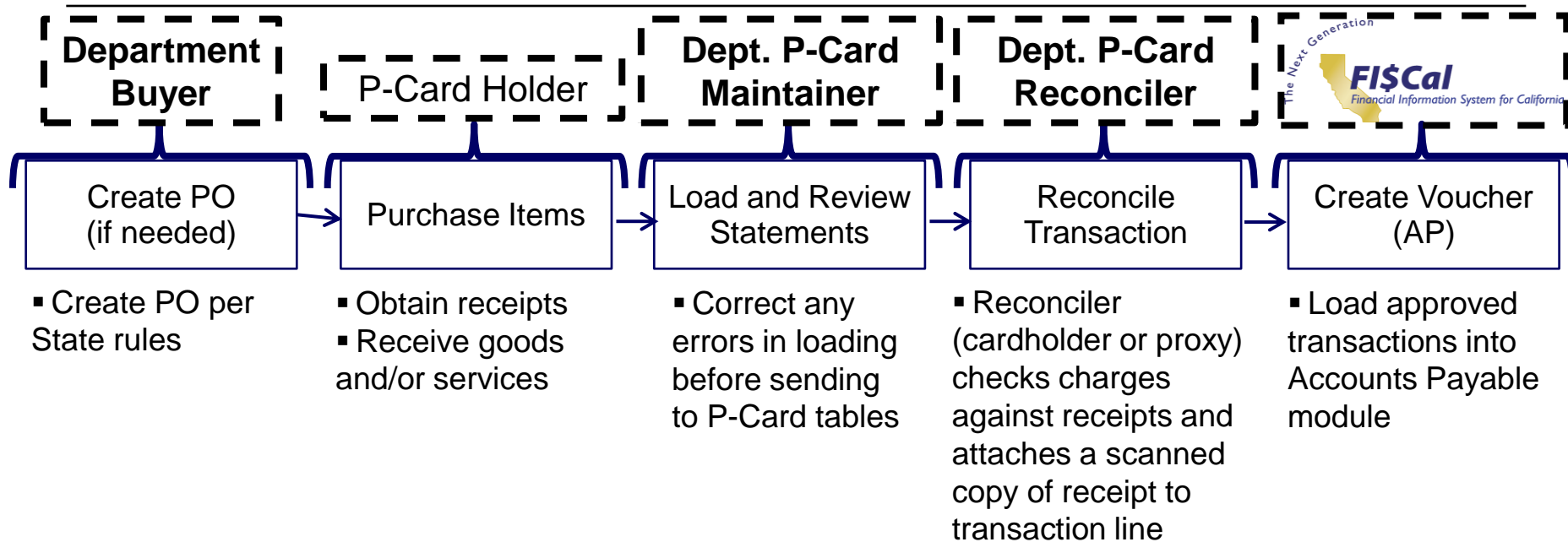
P-Card Department Roles

FI\$Cal End-User Role	Description
Department P-Card Req User	The department end user who can assign P-Card as a recommended payment mechanism on a requisition
Department P-Card PO User	The department end user who reviews P-Card requisition and determines if P-card is the appropriate payment mechanism for a PO
Department P-Card Reconciler	The department end user who reconciles P-Card transactions and updates distributions. This user can be the cardholder or a proxy user who reconciles on behalf of the cardholder.
Department P-Card Approver	The department end user who reviews and approves P-card transaction lines that have been verified by the card holder/reconciler
Department P-Card Reviewer	The department end user who reviews P-Card statements and accesses P-Card reports for the department

P-Card Department Roles

FI\$Cal End-User Role	Responsibilities
Department P-Card Administrator	Department users designated to administer P-Card accounts in FI\$Cal for their own department

Process P-Card Transactions



Key Impacts

- Bank Statements will be loaded and P-Card reconciliation will be performed in FI\$Cal
- Reconciliation includes adding UNSPSC code, acquisition method and type, SABRC recycle, EPP compliance, and identifying the vendor (including SB/DVBE participation) if a PO was not created
- Reconciled and approved transactions are pushed to AP for payment processing
- Create Voucher is done on the accounting side. CFS has the ability to view transactions and reconciliation in FI\$Cal done by their CFS departments and then create the voucher for payment.

PO3 – Receive and Inspect Goods and Services Overview

- The **Receive Goods and/or Services** process records the receipt of goods and/or services by the State and verifies conformance to shipping documents and PO requirements
- Reject quantities, reject reason and disposition are recorded in the system for full traceability
- Full receipt or partial receipt(s) may be performed
- Receiving may be performed in dollars (amount) rather than quantity commonly used in Services POs
- This includes the following sub-processes:
 - **Create Receipt**
 - **Inspection**
 - **Create Return to Vendor (RTV)**

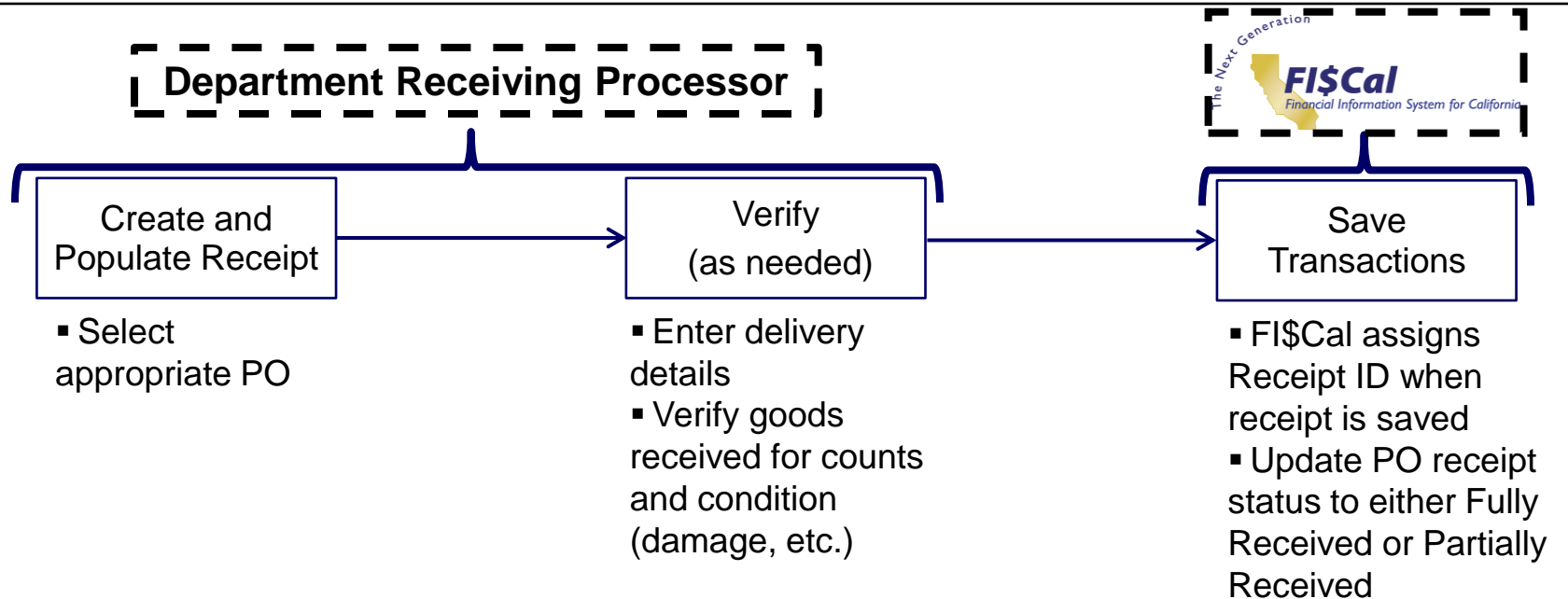
PO3 – Receive and Inspect Goods and Services

- Receipts and RTVs will be entered in FI\$Cal
- Asset Management will be integrated with receiving in FI\$Cal
- Receiving/Inspection will be integrated with the Accounts Payable module of FI\$Cal for automated matching between:
 - ☐ PO
 - ☐ Voucher
 - ☐ Receipt
 - ☐ Inspection
- CFS departments will perform all receiving in FI\$Cal, including entering the received goods and services upon receipt.
- CFS can then view all necessary information needed to create and approve the voucher for payment.
- The system will perform the automated matching process and will catch any match exceptions in the process. CFS and the department will need to correct the exception before allowing payment.

Receiving Department Roles

FI\$Cal End-User Role	Responsibilities
Department Receiving Processor	The department end user who manages the receipt of goods and services
Department Receiving Inspector	The department end user who enters receiving inspection results, including acceptance testing
Department RTV Processor	The department end user who enters a Return To Vendor (RTV) transaction

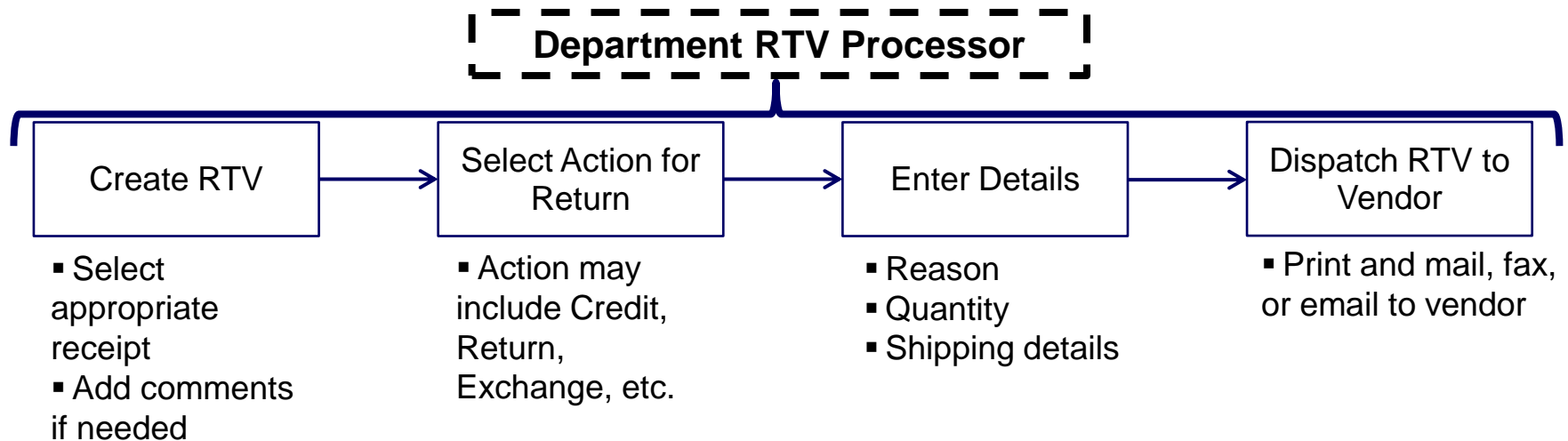
Create Receipt



Key Impacts

- Receipt delivery, accrual, summary, ship-to, and account details are captured in FI\$Cal
- Blind receiving will be implemented
- Automated update of PO status when goods/services are received

Create Return to Vendor (RTV)



Key Impacts

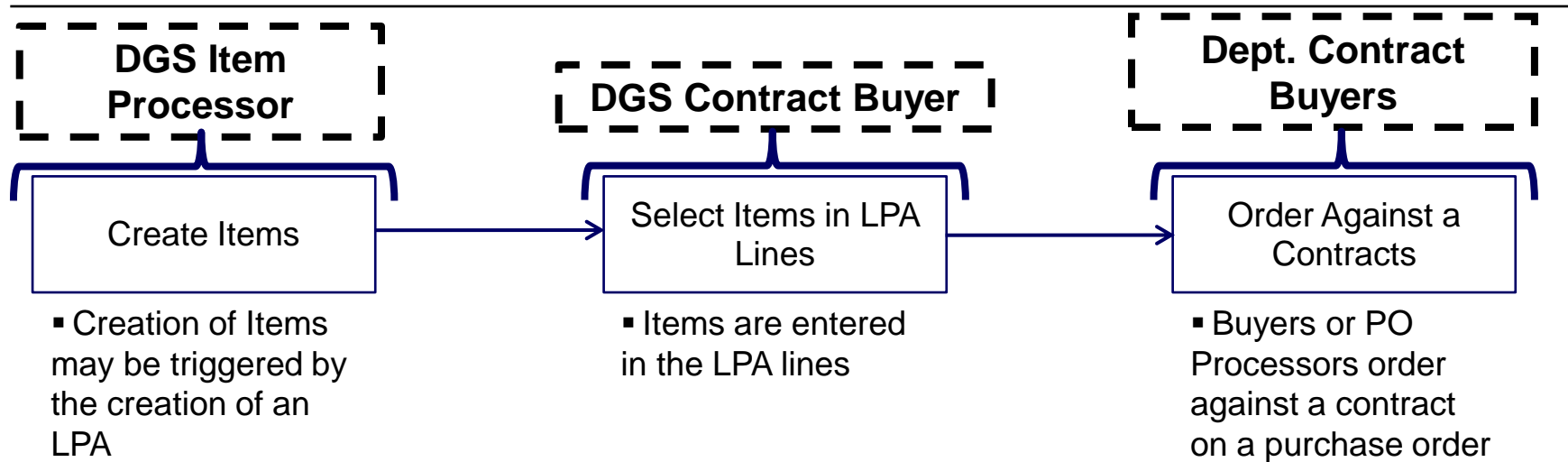
- RTV instructions and reason codes are incorporated in creating an RTV
- A query is available to view overshipments
- Receiving department performs the RTV tasks
- CFS performs related accounting tasks

PO1 – Maintain Items for Purchase Overview

Item IDs will be utilized in conjunction with Leveraged Procurement Agreements (LPAs) and CALPIA items.

- Item ID is a unique identifier of a good or service
- The state will set up items to be centrally maintained for purchasing, to enhance procurement transaction efficiency and data reporting and analysis capability.
- Items provide the most detailed tracking / reporting of state spend.
- Item data is reusable. After an item is defined in FI\$Cal, the same standardized item data can be used by departments on a requisition, purchase order, solicitation, and control agency report for purchase of items.
- Reduce data entry when ordering by Item ID. Attributes such as description, unit of measure, Category (UNSPSC), Price, Vendor, Default Account, Hazard Code, Recycle information, Contract, etc. are automatically populated on the transactions.

Items Summary Flow



Key Impacts

- Creation of items will be driven by LPA use
- Contract releases are done by purchase orders. Specific Item IDs may be ordered on the PO.

ePro 1 – Manage Sourcing Process Overview

- Manage Sourcing process starts when the department identifies need to purchase goods and/or services or to create a new contract
- Buyer creates solicitation or addenda to an existing solicitation
- Solicitation can be created by direct entry or by copying from a requisition
- Bidder / vendor submits bid response
- Buyer analyzes bid responses
- Where applicable, create Notice of Intent to Award
 - If there is no protest, award purchase order or contract
 - If there is a protest, follow protest resolution process
- Solicitation is awarded to a contract or a PO

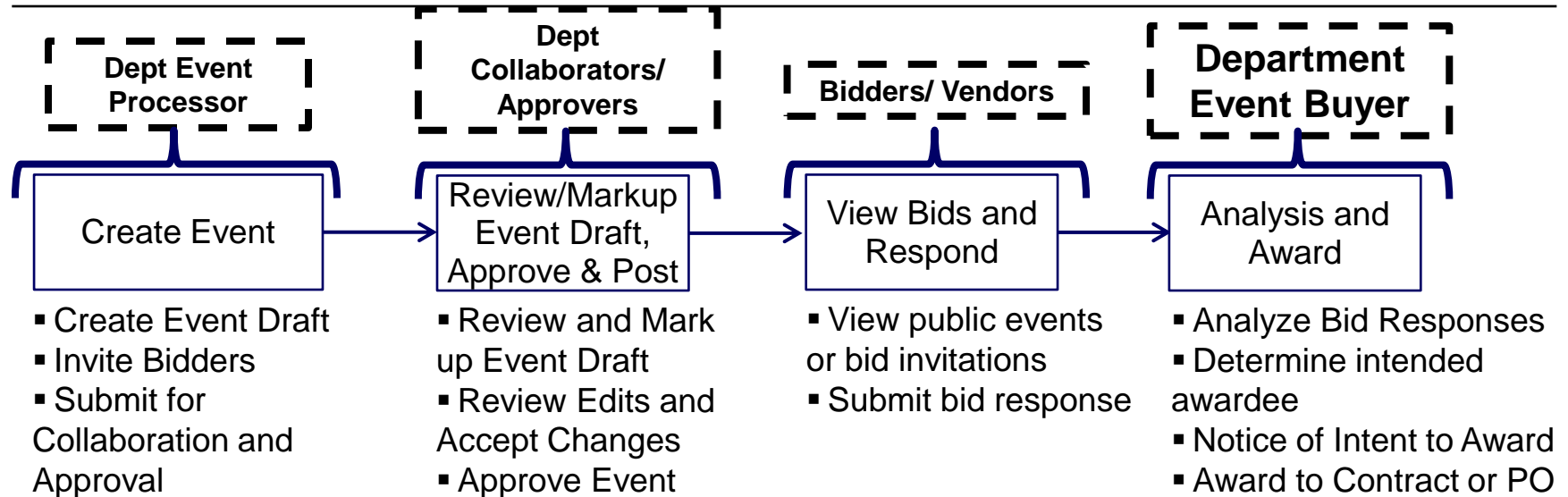
ePro 1 – Manage Sourcing Process

- Public solicitation event, bid by invitation, or combination
- Multiple bids may be allowed
- Addenda/changes to solicitation tracked as solicitation event versions
- Solicitation formats may be RFx, RFI, Auction
- Two Envelope Solicitation process supported
- Bid Responses are configured by default as “sealed”

Manage Sourcing Department Roles

FI\$Cal End-User Role	Responsibilities
Department Event Buyer	Department user that create/modifies solicitation events
Department Event Collaborator	Department user that reviews and provides edits to the solicitation
Department Event Approver	Department user that approves solicitation events
Event Ad Hoc Approver	Department user that added to approve a solicitation approval as needed

Manage Sourcing Summary Flow



Key Impacts

- Solicitation Events may be entered directly or may originate from a requisition
- Collaborators are selected by the event processor to provide edits; collaboration routing uses approver worklists; Event Processor/Buyer decides which edits to accept
- The event is posted in the portal and email invitations sent after event approval
- Online tabulation may be exported to excel for further analysis & processing

ePro 2 – Administer Vendor Contracts Overview

- Contract process starts upon notification of award to vendor (the last step of ePro1 Manage Solicitations Process)
- Includes ongoing activities necessary to create/amend contract, build contract document, approve contract and contract document, evaluate for extension, rebid or retire contract
- Process also includes administration of contract (tracking of contract usage, enforcement of maximum amount(s), and contract effective dates)
- Process ends when contract is available to departments for procurement of goods and/or services, evaluated for rebid, extension or closeout

ePro 2 – Administer Vendor Contracts

- Contracts will be created for Leveraged Procurement Agreements (LPAs) and departmental contracts
- FI\$Cal contracts will enforce spending against maximum amount and contract term (start and end) dates
- Contracts may be set up for multiple years
- Ordering/release against contracts is via purchase orders
- FI\$Cal contracts will keep track of all the individual PO releases and remaining balance of the contract
- Contract documents may be authored using the Supplier Contracts Management document authoring tool
- A document library will be maintained to contain reusable clauses, configurators, question groups, questions and other document authoring components.

Contracts Department Roles

FI\$Cal End-User Role	Responsibilities
Department Contract Buyer	Department user that creates/modifies transactional contracts
Department Contract Collaborator	Department user that reviews and provides suggested markups to contracts prior to approval and posting
Department Contract Approver	Department user that approves transactional contracts
Contract Ad Hoc Approver	Department user that approves transactional contracts when added ad hoc to the approval

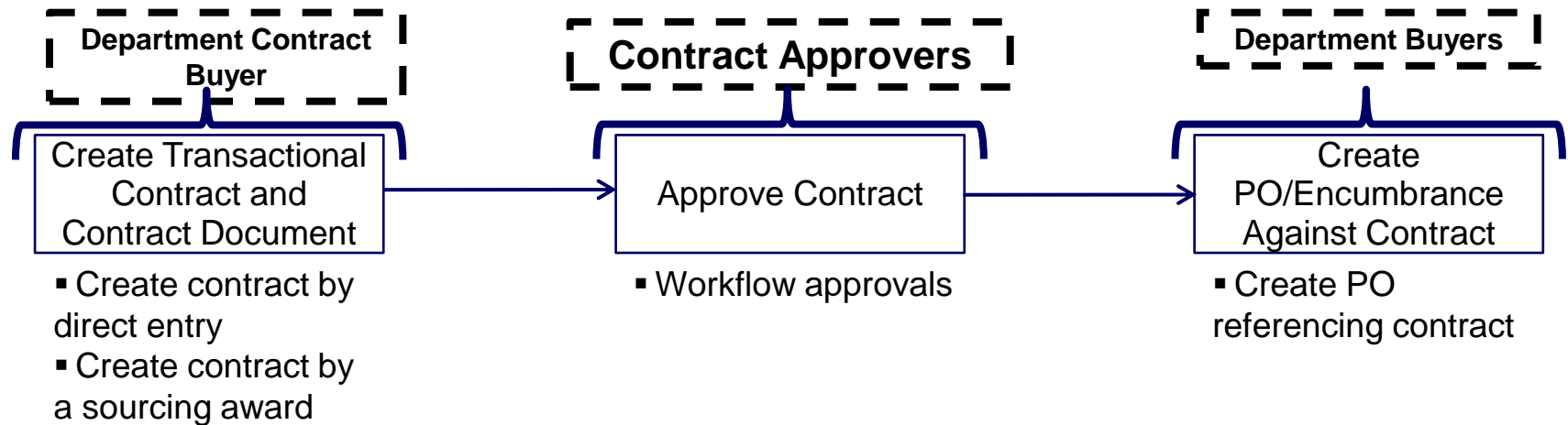
Contracts Department Roles

FI\$Cal End-User Role	Responsibilities
Department Contract Document Approver	Department user that approves contract documents
Contract Document Ad Hoc Approver	Department user that approves contract documents when added as an ad hoc approver
DGS Contract Document Approver	Control Department user from DGS that approves contract or ad hoc documents
OLS Document Approver	Control Department user from DGS-OLS that approves contract or ad hoc documents

Contracts Department Roles

FI\$Cal End-User Role	Responsibilities
Department Doc Library Administrator	Department user that manages (add, remove, or change components) the document library

Contracts Summary Flow



Key Impacts

- Contracts may be created by award from Solicitation, direct entry, or copying from an existing contract
- Contract will be either an LPA or a departmental contract
- Contract library is available to create contract documents
- Wet signatures on contracts still needed from vendors
- Purchase Orders are the release mechanism for ordering against a contract

FI\$Cal SCPRS Overview

- FI\$Cal departments do not have to report their orders and contracts to SCPRS; this information is already captured in FI\$Cal and ready to be extracted for reporting
- Future Wave, Exempt, and Deferred departments will be reporting their orders and contract in FI\$Cal using online entry or spreadsheet upload

FI\$Cal CSCR Overview

- FI\$Cal CSCR will be available starting in Wave 2 for the following functions:
 - Posting Solicitation advertisements
 - Vendors can post contractor ads to seek sub-contractors, or sub contractors may post ads looking for prime contractors
 - Progress Payments are being posted in FI\$Cal's Enhanced Procurement Portal

Public Searches Overview

- Searches will be made available to the public, bidder/vendor community and state staff from FI\$Cal's Enhanced Procurement Portal
- Searches available include:
 - Search for contracts and purchase orders
 - Search for bid opportunities
 - Search for bidders, vendors, and certified firms

Enhanced Procurement Portal Overview

- A portal for external facing applications will be provided by FI\$Cal
- The portal will include the following:
 - Bidder and Vendor self service registration
 - Bidder and Vendor log in to perform inquiries and tasks in FI\$Cal
 - Public Searches FI\$Cal SB/DVBE Certification
 - FI\$Cal CSCR
 - FI\$Cal SCPRS

Next Steps

- Share BPW materials at your department
- Complete the BPW Change Impact Tool
- Review with your FI\$Cal CMO Department Readiness Coordinator
- Identify and work on updating internal department policies, processes, and documentation (BUSN206)
- Prepare for:
 - Role Mapping Working Session – November 2014
 - Change Workshop – February 2015

Question and Answer



FI\$Cal Project Information:

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